

PERRY PUBLIC LIBRARY

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Open Meetings Policy

Public Meetings

Open Meetings Law

Pursuant to Article 7 of New York State's Public Officers Law and Education Law Title 1, Article 5, Section 260a, all meetings of the Perry Public Library's Board of Trustees and its Committees shall be open to the general public.

Executive Sessions

Limited portions of open meetings may be designated as executive sessions, in accordance with Article 7, Section 105 of the Public Officers Law, to discuss matters as authorized by the statute.

Minutes of Meetings

Minutes of open meetings will be prepared and shall constitute a comprehensive record or summary of all motions, proposals, resolutions, details of remote attendance, and any matter formally voted upon, along with the corresponding vote tallies. These minutes will be posted on the Library's website and made readily available to the public within two weeks following the date of the meeting.

Meeting Schedule

Regular meetings of the Board of Trustees are held on the second Monday of every month beginning in January. The Board convenes at least ten times annually. Meetings typically take place at Perry Public Library in Perry, New York, commencing at 7:00 pm.

Public Comment

The Perry Public Library Board of Trustees welcomes public comment at meetings governed by Open Meetings Law. The purpose of this section is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner. Any person shall be permitted an opportunity to address the Perry Public

Library Board under the following guidelines: The Perry Public Library is committed to both community engagement and efficiency at board meetings. Therefore, the Library Board of Trustees of the Perry Public Library hereby adopts the following rules for public participation at meetings of the Library Board. These rules serve as a basis for preventing oral interruptions. A public body can regulate actions of the public attending its meetings, so as not to interfere with the deliberative process.

1. Public participation at meetings of the Library Board shall be limited to the public participation segment of the agenda or at the invitation of the chair.
2. Public comment, whether during the public participation segment of the meeting or during a duly designated public hearing, shall be limited to five minutes per person. An individual's time is not transferable. If a person would like to present a longer comment or presentation to the board they can request to be added to the agenda at least a week before the board meeting at which they wish to present. A time limit will be set for any such presentations, and the board president reserves the right to end any such presentation if the speaker falls off their approved topic or becomes otherwise disruptive.
3. Any person, wishing to speak at library board meeting during the public participation segment or during a public hearing, must sign the sign-in sheet upon entering the room. The Library will maintain the sign in sheet for public comment, including name and topic. This will be kept in a file for a minimum of two years according to the Retention Policy. The sheet will be used by the board president or the presiding officer to recognize speakers.
4. Comments should relate to legitimate library board business. Public comment at a board meeting should concern the actions of the board, not the day to day operations of the library. The library director is available to answer questions outside of a scheduled board meeting.
5. Members of the board, speakers, and audience members must observe proper decorum. Any statement made during the meeting or during a public hearing by the board president, members of the Library Board and staff, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a Library Board member or staff, or a member of the general public.
6. The board president or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language directed at the board president, members of the Library Board or staff or members of the general

public, or statements by a person not recognized to speak will not be tolerated.

7. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers or handouts in the meeting room is also not permitted, unless they have been approved by the board president for distribution prior to the board meeting.

8. Any person who disregards the directives of the Board President or the presiding officer enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Library Board and disturbs the peace at a meeting, will be barred from further participation and will forfeit any balance of time remaining for his or her comments.

9. The Library Board is not obligated to respond to public comments during the meeting.

10. Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, thus, public comments and written materials submitted by the public will not be reflected in the minutes.

Public Recording, Photographing, Broadcasting, and Webcasting

The Perry Public Library recognizes the requirement of the NY State Open Meetings Law to allow the public to photograph, broadcast, and webcast its open public meetings. Section 103(2) of the Open Meetings Law allows public bodies to adopt rules about the location of equipment and personnel used to photograph broadcast webcast or otherwise record a public meeting. The Library adopts the rules outlined below.

Also, per Section 103(2) of the Open Meetings Law, these rules shall be posted at the location of each meeting. These rules will also be included in the public posting for each meeting so the public attending can have notice of and abide by such rules.

Adopted Rules for the Public Recording, Photographing, Broadcasting, or Webcasting of a Meeting:

1. No extension cords or other potential tripping hazards may be set up;
2. No flash photography or additional lighting may be used;
3. No recording instrument shall be closer than four feet of a meeting participant, without that person's express consent;

4. All equipment should be silent enough to not cause a disruption;
5. Equipment must not block aisles or exits and may not impede the view of other attendees;
6. Equipment must be maintained, monitored, and attended at all times by the owner of said equipment;
7. The Perry Public Library is not responsible for damaged, lost, or malfunctioning equipment; and
8. The "Guest" WiFi network may be used by the public attending meetings.

The privilege to record in this manner at the Library is limited to open meetings of the board.

When enforcing this rule with regards to the manner of recording, the Library Board of Trustees shall ensure that the First Amendment of the United States Constitution, and Article I, Section 8 of the New York constitution are honored.